

Attach to original schedule

Schedule #: 73 - 0264 - M
Effective Date: 08/26/97
Sheet: 1 of 1

August 21, 1997

Revision to schedule 73-264/approved March 27, 1973
CITATION FILE

Line 1: From: The Division of Highways
To: The Division of Operations
935 East Confederate Ave.
Atlanta, Ga. 30316

THE DIVISION OF OPERATIONS IS RESPONSIBLE FOR:
The Safe Operation and Maintenance of Roadways
Utility Relocation
Operations of Truck Weighing Stations.

Line 11: Included are:
Citation
County remittance report-report of fines and/or forfeitures

Files are arranged chronologically and thereunder alphabetically by county.

Line 25:
Close out by fiscal year;
hold 1 year in office;
transfer to State Record Center; hold 3 years, then destroy

We no longer collect money from Counties, but we need to maintain existing records for 4 years from date of closure. This would fulfill legal need administrative needs.

RECORDS CANNOT BE DESTROYED UNTIL ALL UNRESOLVED CLAIM OR AUDIT IS COMPLETE.

Director of Operations: Larry B. Seabert August 21, 1997

Records Management Analyst: Martha B. Lant August 21, 1997

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached retention schedule application.

Edward Weldon 9/7/97
Edward Weldon Date
Secretary of State Designee

August 21, 1997

Revision to schedule 73-264/approved March 27, 1973
CITATION FILE

Line 1: From: The Division of Highways
To: The Division of Operations
935 East Confederate Ave.
Atlanta, Ga. 30316

THE DIVISION OF OPERATIONS IS RESPONSIBLE FOR:
The Safe Operation and Maintenance of Roadways
Utility Relocation
Operations of Truck Weighing Stations.

Line 11: Included are:
Citation
County remittance report-report of fines and/or forfeitures

Files are arranged chronologically and thereunder alphabetically by county.

Line 25: Close out by fiscal year;
hold 1 year in office;
transfer to State Record Center; hold 3 years, then destroy

We no longer collect money from Counties, but we need to maintain existing records for 4 years from date of closure. This would fulfill legal need administrative needs.

RECORDS CANNOT BE DESTROYED UNTIL ALL UNRESOLVED CLAIM OR AUDIT IS COMPLETE.

Director of Operations: Lynd B. Seaborn August 21, 1997

Records Management Analyst: Martha B. Lark August 21, 1997

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached retention schedule application.

Edward Weldon
Edward Weldon

Secretary of State Designee

9/7/97
Date



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 3/12/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAR 22 1973	Date Completed MAR 27 1973

3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways - Operations Section Office of Permits & Enforcements No. 2 Capitol Square Atlanta, Georgia	4. Person to Contact Harry Russell
	5. Working Title Asst. Chief
	6. Tel. No. 656-5428

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1966 - To Date	9. Exact Series Title Citation File
---	---

10. What is the function of the office in which this record series is created

The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges on the state highway system. This includes: highway and bridge construction, the inspection and testing of materials used in building and maintaining highways, issuing permits and enforcing compliance of overweight and overdimensional rules and regulations for the movement of vehicles on the state highway system, acquisition of all rights-of-way, vehicular and pedestrian traffic control, location and aerial surveys, preparation of construction plans and specifications, and the location of public utilities as related to the state highway system.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the issuance of citations for violations of the overweight and overdimensional rules and regulations for the movement of vehicles on the state highway system.

Included are: citation
evidentiary report - report of fines and/or forfeitures
and not evidence and is kept in a separate file.

File is arranged chronologically and thereunder alphabetically by county.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers				2	4		
Legal-size File Drawers	2	4	Floor Space Occupied (Square Feet)	7	7		
Storage Area - Forest Pk		20		This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	15	10	5	--

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency?
The counties maintain copies of the citations and county remittance reports. ☒ [X] ☐ []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [X] ☐ []
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS: The following requires the files to be kept 4 years:
- a. ☐ [] STATE b. ☒ [X] STATUTE OF c. ☐ [] AUDIT d. ☐ [] FEDERAL e. ☒ [X] ADMINISTRATIVE f. ☐ [] HISTORICAL
- g. ☐ [] LAW h. ☐ [] LIMITATION i. ☐ [] PERIOD j. ☐ [] LAW k. ☐ [] DECISION l. ☐ [] VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Georgia Code Ann. § 3706

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
- ☐ [] CALENDAR YEAR - ☒ [X] FISCAL YEAR - ☐ [] Other then:
- ☒ [X] Hold in the current files area month(s)/ 1 year(s):
- ☒ [X] Transfer to ☒ [X] State Records Center ☐ [] Local Holding Area; hold 3 year(s):
- ☒ [X] Destroy
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

Rationale: The recommended retention guidelines fulfill legal and administrative requirements. The State must bring suit against the counties for the collection of fees within 4 years after the citations are issued. Records involved in any unresolved claim or audit questions will be (Indicate briefly rationale for recommendations above/or write additional remarks): retained until all questions are resolved.

Attach Samples of the Series

Records Management *McBratney* Date 3/9/73

26. Recommendations		<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Head of Agency/Designee	Date
in Paragraph	State	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William H. Hays</i>	3-9-73
	Records	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Curral Hart</i>	3-23-73
	Committee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Robert H. Hays</i>	3-26-73